

UNITED STATES CIVIL SERVICE COMMISSION  
BUREAU OF RETIREMENT AND INSURANCE  
WASHINGTON 25, D.C.

RI:AG:GJP:jf  
June 19, 1963

SPECIAL-IMMEDIATE ACTION--REPLY REQUIRED BY JULY 8, 1963

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Central Intelligence Agency  
2430 E Street, N.W.  
Washington 25, D. C.

120C

*B See*  
*"Requisition" folder*  
*for order*

HEALTH BENEFITS OFFICER INFORMATION BULLETIN NO. 4

1963 OPEN SEASON--AGENCY REQUIREMENTS FOR HEALTH BENEFITS BROCHURES

The purpose of this letter is to determine the quantity of brochures and other instructional material which your agency will need for distribution to employees for the coming open season in October (and for six months thereafter) and the points to which you want the material shipped. The materials will be supplied by the Commission without cost to your agency.

Please complete the attached order blanks in duplicate for each of the receiving points to which you wish to have materials shipped, and return them to the Bureau of Retirement and Insurance, U. S. Civil Service Commission, by July 8 at the latest. It is urgent that we get this information no later than that date. Be sure to show the name and address to which the materials are to be shipped. (If you need more order blanks call Art Greene, DUDley 6-3334, Code 129, Extension 3334).

If the quantities you ordered for the 1961 open season will meet your needs for the 1963 open season, as estimated on the basis of the guides given below, you need not complete new order blanks but tell us (by phone- Code 129, Extension 3334) to repeat your previous order. However, if the quantities are the same but a receiving point has changed, please complete new order blanks.

Estimating Requirements

1. Revised brochures are being prepared for all plans. The brochures will be on yellow paper to distinguish them from the present green brochures which will become obsolete after November 1. The green brochures should not be used for open season distribution or thereafter.

2. Open season distribution to employees will be the same as it was for the open season in 1961, as follows:

(a) Every eligible employee must receive:

- . Open Season Instructions (BRI 41-117)
- . Brochures for the two Government-wide plans (BRI 41-24 and BRI 41-25)

Your requirements for the BRI 41-117 and the Government-wide brochures should be based on the total number of eligible employees in your agency.

- (b) Comprehensive Medical Plans -- Every eligible employee located in an area served by a comprehensive medical plan must receive a brochure for each such plan. To estimate your requirements, determine the number of employees you have in the areas served by each of these plans. (See each comprehensive plan brochure for the area it serves. NOTE: Physicians and Surgeons Association (BRI 41-50) will curtail its area to the California counties of Los Angeles, Orange, and San Diego.)
- (c) Employee Organization Plans -- The Commission will mail brochures to the members of each organization but every employing office must have on hand a stock of brochures of each employee organization plan which employees of the agency are eligible to join. These brochures must be given to individual employees at their request.

Every employing office should have on hand sufficient brochures to meet anticipated employees' requests for the following plans in which membership is open to all Federal employees:

AFGE Health Benefit Plan\* (BRI 41-26)  
 Federal Postal Hospital Association Benefit  
 Plan\*\* (BRI 41-48)  
 NALC Health Benefit Plan\*\*\* (BRI 41-51)  
 National Postal Union Benefit Plan\*\*\*  
 (BRI 41-57)

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\* Open to all employees except those in the Postal Field Service  
 \*\* Open to all employees  
 \*\*\* Open to all employees on an associate member basis

Past experience should help in assessing your needs for these four brochures. Unless your experience shows otherwise, we recommend that you order sufficient number of these brochures to give your installations a supply of each equal to about 10% of the number of its employees.

3. In completing the order form, add to the estimates you arrive at in accordance with paragraph 2 above, sufficient additional brochures to meet agency needs for employees entering on duty during the 6-month period following the open season.

Thank you for your cooperation on this matter. We will keep you informed as plans for the open season are firmed up.

Sincerely yours,

*Andrew E. Ruddock*

Andrew E. Ruddock  
Director

ATTACHMENT

U. S. Civil Service Commission  
Bureau of Retirement and Insurance  
Washington 25, D. C.

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## HEALTH BENEFITS REQUISITIONS--OPEN SEASON 1963

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Ship the quantities shown to the following agency receiving point:

INSERT SHIPPING  
ADDRESS HERE



*Rec'd 9/1/63*

*preferred  
not to use  
this order  
blank.*

## BROCHURES FOR GOVERNMENT-WIDE DISTRIBUTION

No.	Title	QUANTITY	No.	Title	QUANTITY	No.	Title	QUANTITY
41-117	Open Season Instructions		41-24	Indemnity		41-25	Service	

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## EMPLOYEE ORGANIZATION PLAN BROCHURES

41-26	AFGE		41-51	Letter Carriers (NALC)		41-39	Postmasters	
41-61	Foreign Service		41-35	Maintenance		41-57	Nat. Postal Union	
41-48	Fed. Postal Hospital		41-38	Motor Vehicle		41-30	Rural Carriers	
41-59	Canal Zone		41-37	Federal Postal Clerks		41-56	SAMBA (FBI)	

## COMPREHENSIVE MEDICAL PLAN BROCHURES

41-29	Foundation-California		41-34	Kaiser--Hawaii		41-53	National Hosp. Oregon-Wash.	
41-28	Kaiser--So. Calif.		41-47	MSB--North Idaho		41-45	Bridge Clinic Seattle	
41-31	Kaiser--No. Calif.		41-113	CHA--Detroit		41-52	Group Health Puget-Seattle	
41-55	Medical Guild San Francisco		41-43	GHP--St. Paul		41-60	Letter Carriers Seattle	
41-50	Phys&Surg Assn Los Angeles		41-40	GHI--New York		41-36	Wash.Phys.Serv. Washington	
41-54	Ross-Loos Los Angeles		41-27	HIP--New York		41-46	Western Clinic Pierce Co.Wash.	
41-41	GHA--Wash., DC	5,000	41-33	Kaiser--Oregon		41-114	SSS-Puerto Rico	STAT
41-44	HMSA--Hawaii		41-115	PACC-Clackamas County, Oregon				

NOTE: Materials ordered on this form will be shipped only to the address shown above.

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*over each ordered place*

Signature of Health Benefits Officer

Date

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BRI 41-116  
June 1963

U. S. Civil Service Commission  
Bureau of Retirement and Insurance  
Washington 25, D. C.

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Signature of Health Benefits Officer

Date

BRI 41-116  
June 1963

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